**Enhancing Documents Module**

**Introduction:**

List two objectives that you will learn in this module that you did not already know how to do:

**The Page Set up Options:**

1. How do you set the margin sizes for the document? Change the Margins on this document to .5 for all.
2. What is the default paper size in Word 2010?
3. How do you select a paper size?
4. How do you change the paper Orientation?

**Inserting Page Numbers and Page Breaks:**

1. Insert an Accent Bar 2 page number on this document.
2. Insert a “Next Page” page break after immediately after this question.

**Applying Quick Styles to a Document**

1. How do you create a Quick Style?

**Applying Themes to a Document:**

1. How do you display the themes gallery?
2. How do you browse for themes?
3. How do you modify the theme font?

**Creating a New Quick Style Theme:**

1. Change the theme colors on this document; make sure it is easy for me to read.

**Enhancing Images:**

1. By cropping a picture you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Explain one of the ways you can crop a picture.
3. Which tab allows you to adjust brightness, contrast, and sharpness of a picture?
4. List 3 visual affects you can apply to images.
5. In which group can you apply a text wrapping style?